992

National
Endowment
for the Arts

Application
Guidelines
Fiscal Year 1992

92 Arts in Education

Special Projects

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OMB No. 3135-0069 Expires 4/30/92

Application Calendar

Grant Category	Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Special Projects			
Notice of Intent to Apply	March 22, 1991		
Application	April 19, 1991	Dec. 1991	Feb. 1992

Important Notes:

1. **The Application Postmark deadline will be strictly observed. Late applications will be rejected. Incomplete applications are unlikely to be funded.**

2. The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

3. If you need assistance, write or telephone:

   Arts in Education Program, Room 602
   National Endowment for the Arts
   1100 Pennsylvania Avenue, N.W.
   Washington, DC 20506
   202/682-5426

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission
National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government..."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent..."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

(Continued on next page)

Statement of Mission
National Endowment for the Arts, continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Excerpted Authorizing Legislation

A portion of the Arts Endowment's authorizing legislation states--

"Sec. 954 (sec. 5) NATIONAL ENDOWMENT FOR THE ARTS

"(c) The Chairperson, with the advice of the National Council on the Arts, is authorized to establish and carry out a program of contracts with, or grants-in-aid or loans to, groups or, in appropriate cases, individuals of exceptional talent engaged in or concerned with the arts, for the purpose of enabling them to provide or support--

"(1) projects and productions which have substantial national or international artistic and cultural significance, giving emphasis to American creativity and cultural diversity and the maintenance and encouragement of professional excellence;

"(2) projects and productions, meeting professional standards or standards of authenticity, irrespective of origin, which are of significant merit and which, without such assistance, would otherwise be unavailable to our citizens for geographic or economic reasons;

"(3) projects and productions that will encourage and assist artists and enable them to achieve wider distribution of their works, to work in residence at an educational or cultural institution, or to achieve standards of professional excellence;

"(4) projects and productions which have substantial artistic and cultural significance and that reach, or reflect the culture of, a minority, inner city, rural or tribal community;

(Continued on next page)

Excerpted Authorizing Legislation, continued

"(5) projects and productions that will encourage public knowledge, education, understanding, and appreciation of the arts;

"(6) workshops that will encourage and develop the appreciation and enjoyment of the arts by our citizens;

"(7) programs for the arts at the local level;

"(8) projects that enhance managerial and organizational skills and capabilities;

"(9) projects, productions, and workshops of the kinds described in paragraphs (1) through (8) through film, radio, video, and similar media, for the purpose of broadening public access to the arts; and

"(10) other relevant projects, including surveys, research, planning, and publications relating to the purposes of this subsection."

Chairman's Priorities

The National Endowment for the Arts, throughout all of its programs and activities, is particularly interested in promoting and supporting

- arts education
- multicultural involvement
- rural involvement
- greater international presence

While these emphases will not be relevant in all applications, their presence, as appropriate, will be viewed positively. Particularly with respect to international, we urge potential applicants to contact the respective Program prior to making application in any of the Program's categories. See also "International Activities" on page 32.

Endowment Information

Information about the Endowment and its programs is contained in the Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf People 202/682-5496

Visually or learning impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5532
202/682-5496 Voice/TDD

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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Introduction

As part of its mission of fostering artistic excellence and access to and appreciation of that excellence, the National Endowment for the Arts is concerned with arts education.

The Endowment's commitment to arts education began with the Artists-in-Schools Program in 1969. This evolved into the Arts in Education Program in 1980, with major funding still devoted to the support of artist residencies in schools. The Program has been directed toward increasing students' awareness, knowledge, and acceptance of the arts; enhancing the skills of artists, teachers, and administrators involved in arts education; and encouraging cooperation among arts and education institutions and organizations.

In its May 1988 report, Toward Civilization: A Report on Arts Education, the Arts Endowment recognized the need for all students in kindergarten through twelfth grade to have a balanced education, one that includes comprehensive and sequential study in the three great branches of learning--the arts, humanities, and sciences.

To this end, the Endowment considers basic arts education as that which provides all students, not only the gifted and talented, with knowledge of, and skills in, the arts. Basic arts education must give students of all cultural backgrounds the essence of our civilization, the civilizations which have contributed to ours, and the civilizations which enrich world civilization as a whole. It affirms the dynamic and continuous contributions of many cultures to civilization. It uses examples from more than one cultural tradition. It must also give students tools for creating, for communicating and understanding others' communications, and for making informed and critical choices among the products of the arts.

Basic arts education includes the disciplines of literature (from the art of writing); visual art and design (from the arts of painting, sculpture, photography, video, crafts, architecture, landscape and interior design, product and graphic design); performing art (from the arts of dance, music, opera-musical theater, and theater); and media art (from the arts of film, television, and radio).

While each of these art disciplines differs in character, tradition, and form, basic arts education must also include art forms that are interdisciplinary; opera and musical theater which combine vocal and instrumental music with drama and stage design; film and television, which combine music, drama, and the visual arts, synthesized by the media arts themselves; and new work that extends the frontiers of current artistic convention. Just as artists collaborate to produce interdisciplinary arts, so school faculties will need to collaborate to teach them.

Like other school subjects, basic arts education must be taught sequentially by qualified teachers; instruction must include the history, critical theory, and ideas of the arts as well as creation, production, and performance; and knowledge of, and skills in, the arts must be tested. As for other school subjects, appropriate resources--classroom time, administrative support, appropriate materials, books and media--must be provided.

Exposure to works of art and opportunities to work with arts teachers and artists both in the classroom and in the community is necessary for comprehensive arts education programs and is encouraged by the Endowment.

(Continued on next page)

Introduction, continued

The development and implementation of successful programs for teaching and learning the arts necessarily involve broad consultation and collaboration. The Arts in Education Program provides a broad and flexible approach with an overall goal of advancing the arts as part of basic education. It is a partnership program which is planned, administered, and financed through cooperative efforts of the Arts Endowment, state arts and education agencies, local communities, and education, arts education, and cultural institutions and organizations.

The Program is designed to address the following objectives:

- To encourage state and local arts agencies to develop long-term strategies to encourage and assist relevant state and local education authorities to establish the arts as basic in education.
- To encourage state and local education agencies to develop and implement sequential arts education programs.
- To encourage the involvement of artists and cultural organizations in enhancing arts in education for a broad segment of the population.
- To encourage enhancement of the educational process by assisting the career development of excellent teachers and professional artists involved in education.
- To encourage accountability for quality arts education programs through short, intermediate, and long-range planning and evaluation.
- To encourage collection and dissemination of information about current and past successful arts education programs.

Important Information

Please look carefully at the eligibility requirements on page 10 and the subcategory descriptions on page 11.

In applying for a Special Projects grant consult both the section entitled "Application Information" on page 18 and "How to Apply" on pages 15-17. These instructions will indicate what supporting materials should be sent with your application package.

If you need assistance, write or telephone:

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506
202/682-5426

(Continued on next page)

We Fund

The Arts in Education Program assists projects which:

- Advance the arts as part of basic education.
- Encourage cooperative planning, implementation, resource development, and evaluation of quality programs among teachers, administrators, artists, parents, arts institutions, education institutions, arts agencies, and education agencies to further arts in education.
- Encourage the development of a broad base of support, financial and otherwise, for programs which address the arts in education needs of schools and communities.
- Enhance the educational process by assisting the career development of excellent teachers and professional artists involved in education.
- Encourage development of arts curricula and teaching materials.

For more specific information, see pages 10-11.

We Do Not Fund

Although the following types of expenditures may be incurred for a specific project, they are unallowable as expenditures supported with Arts in Education Federal and matching funds.

- Scholarships or other forms of student financial aid.
- Non-grant-related faculty salaries.
- Academic courses for degree credit.*
- Start-up costs for schools.
- Study abroad.
- Student performing groups.
- Competitions or awards programs.
- Commissioning of new works.
- Construction or renovation of physical facilities.
- Ongoing operational support for an organization.
- Exhibits of student work.
- Performing group tours.
- Artist residency activities,** including:
  - -- Studio activities for students.
  - -- Master classes.
  - -- Lecture/demonstrations.
  - -- Assembly programs/performances.
  - -- Field trips.
  - -- Performances and/or exhibitions by the artist(s)-in-residence, visiting artists, and/or participants.

*Workshops, seminars, summer institutes, and/or courses specifically for career ladder advancement or professional development credit are eligible for funding.

**Artist residency activities are defined as activity involving interaction between artist/performing group/arts institution and students, teachers, administrators and/or other community members. Activities can occur in schools, artists' studios or performance spaces, in museums, or in a wide variety of other education settings. Activities may vary in length from less than one full day to a full year.

(Continued on next page)

Final Report Requirements

At the end of the grant period, the Endowment requires acceptable Final Report packages from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter. Reports from state arts agencies must be in compliance with the National Standard for Arts Information Exchange.

Former grantees who fail to submit acceptable Final Report packages for any grant(s) are ineligible to receive subsequent funding for five years following the Final Report due date of the grant(s) unless the delinquent Final Report packages are submitted earlier. Acceptability of Final Report packages may also affect eligibility. This policy begins with grants awarded in FY 1984 (i.e., any grant letters dated on or after October 1, 1983).

To maintain or reestablish eligibility, immediately mail any delinquent Final Reports to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506

Do <u>not</u> include Final Reports as part of your new application package.

Acknowledgment of Endowment Support

All organizations receiving support under this Program should credit the National Endowment for the Arts in all published materials and announcements regarding the project.

Access

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. Costs of program accommodations for people with various disabilities (e.g., sign language interpreters, cassette recordings of printed materials or large print labeling) are generally eligible project costs. For more information, see "Other Programs of Interest/Office for Special Constituencies" on page 33.

What Happens to Your Application

After applications are received and processed by the Arts in Education Program staff, they are reviewed by the appropriate Arts in Education Advisory Panel. This panel is a continually rotating committee of experts from all aspects of the field. The panel discusses applications, site reports, and supporting materials (as appropriate), and makes recommendations for funding in closed session. These recommendations are then forwarded to the National Council on the Arts, a presidentially appointed body, for its review in open meeting, and finally to the Chairman of the Arts Endowment for final decision. In addition to making funding recommendations, Arts in Education Advisory Panels also review general policy and procedures during open sessions, and suggest modifications and improvements to Endowment guidelines based on their review.

Only after this entire process is complete are applicants notified in writing of funding decisions. The notification dates are listed inside the front cover of this guideline booklet. Please do not seek information on the status of your application prior to this date.

Applicants are encouraged, however, to contact the Arts in Education Program staff for information concerning the review of their application after official notification has been received. Applicants are also invited to attend meetings of the National Council on the Arts as well as the open sessions of Advisory Panel meetings.

Special Projects

This category is designed to: (a) support and disseminate projects from the field which advance progress toward the arts becoming a basic part of education, K-12; and (b) provide for Endowment leadership initiatives. Grants are available to a wide variety of not-for-profit organizations--educational institutions, arts institutions, local arts agencies, etc.--which are undertaking high-quality arts education projects of regional or national significance.

Eligibility

Below are listed the types of organizations, institutions and agencies which are eligible for Special Projects grants. Individuals are not eligible. Please note that grants are project-oriented rather than for general operating support of an organization or institution. Applicants may submit only one application for the Special Projects category. Organizations are reminded that they may not receive funds from more than one Arts Endowment program (or category) for the same expenses.

- Arts agencies.
  - -- Local arts agencies.
  - -- State arts agencies.
  - -- Regional arts organizations.
- Arts and cultural institutions, organizations, and agencies.
  - -- Museums.
  - -- Community institutions.
  - -- Performing and presenting organizations.
  - -- Arts advocacy organizations.
- Arts and/or education service organizations and professional associations.
- Education agencies.
  - -- Local school districts.
  - -- Intermediate agencies.
  - -- State departments of education.
- Institutions of higher learning.

All applicants must also meet the legal requirements described on pages 18-20. State arts agencies and regional arts organizations must be operating under a plan approved by the Endowment.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include a Final Report as part of your application package. See also "Final Report Requirements" on page 8 for important information.

(Continued on next page)

Subcategory Descriptions

Support is available in the following subcategories.

- Policy Development and Advocacy: Development and advocacy of policies at the local or state level which support the arts as basic to education. These projects will bring to parents and to key decision and policymakers the best available information and research in support of the arts as basic to education. Target groups may include, but are not limited to: parents of children in grades K-12; educational administrators or policymakers; public policymakers; or private sector organizations which are possible sources for monetary and/or human resource support for arts education.

- Curriculum and Instruction: Development and/or implementation and evaluation of instructional strategies for teaching the arts and using the arts in general education, including, where appropriate, the development of new materials and resources.

- Research and Evaluation: Collection and analysis of information which addresses questions and hypotheses important to the understanding of the arts as basic to education. Evaluation of existing practices, programs, methods, curricula and policies.

- Resource development: Development of teaching materials (visual, audio, and written, including filmstrips, cassettes, curriculum outlines, etc.); use of media in teaching arts to young people.

- Staff development: Pre-service and/or in-service training (including summer institutes) of teachers, artists, and/or administrators; collaborative projects between arts and educational institutions, organizations, or agencies for the purpose of enhancing or assisting the professional development of excellent teachers, administrators, and/or professional artists involved in education.

Review Criteria

The value of each major criterion is noted in parentheses.

- The idea of the project. (40%)
  - -- Demonstrated wide knowledge of the field, appropriate research, and use of existing resources, programs and information.
  - -- Strength of its value to the identified needs of targeted audience(s), e.g., special constituencies, culturally diverse audiences, teachers, rural communities, parents.
  - -- Strength of its rationale.
  - -- Evidence of commitment to making arts education a basic, comprehensive, and sequential part of K-12 education.
  - -- Evidence of the use of culturally diverse content material, or examples from more than one cultural tradition, as appropriate.
  - -- Degree of potential regional and national significance, including its potential adaptability and utility to the field.

- Feasibility of project implementation. (40%)
  - -- Strength (appropriateness) of objectives and methodologies to accomplish stated goals.
  - -- Strength, clarity, cohesiveness, and appropriateness of the purpose of the project to the specific activities and audience(s) of the project.
  - -- Inclusion of, and appropriate partnerships with, local and state government agencies, and key policy and decisionmakers and parents.

(Continued on next page)

Review Criteria, continued

-- Comprehensive and appropriateness of involvement with and collaboration among educators; artists; administrators; and arts, arts education, and education agencies, organizations, institutions, and associations which include individuals and organizations of different cultures and races.
-- Inclusion of, and appropriate partnerships with, private sector organizations, including businesses, private foundations, service organizations, etc.
-- Quality of planned documentation and program evaluation.

- Overall management elements. (20%)
  -- Quality of key project personnel.
  -- Cost effectiveness of the budget.
  -- Organization's ability to carry out the project.

Guidance to Applicants

The following provides guidance to applicants in developing their applications. Strong applications are likely to outline collaborative efforts; the project's significant impact at a regional or national level; and thoughtful documentation and evaluation procedures. In addition, strong applications are likely to show the proposed project's involvement with culturally diverse content material, organizations, participants and audiences.

- Policy Development and Advocacy groups: For projects which develop and promote increased understanding and support for the arts as part of basic education among one or more of the following "target" publics:
  -- Educational administrators or policymakers (e.g., principals, local school boards, district school superintendents).
  -- Parents of children in grades K-12.
  -- Public policymakers (e.g., municipal, county, state, or national legislators or other elected officials).

  Efforts may include:
  -- Conferences/symposia.
  -- Development of advocacy materials.
  -- Information/communication networks/task forces.

- Arts and education service organizations and professional associations: For projects which further efforts of professionals, paraprofessionals, and/or volunteers to enhance their awareness, aptitude, and/or skills transference in the use of the arts in education.

  Such efforts may include, but are not limited to:
  -- Development and dissemination of instructional resources to teachers and related education professionals.
  -- Policy development.
  -- Pre-service, in-service, or other staff development efforts.
  -- Use of resources.

(Continued on next page)

Guidance to Applicants, continued

- Arts institutions/organizations (including state arts agencies, local arts agencies, museums, performing groups, etc): For projects which assist education systems or agencies in planning, developing, or implementing arts education programs in grades K-12.

  Such programs could include:
  -- Development and/or implementation of new or unique uses of community arts resources.
  -- Development and/or implementation of program evaluation.
  -- Development of teaching materials.
  -- Pre-service and/or in-service training (including institutes for teachers and other education professionals).

- Local school districts: For projects which begin or further the establishment of the arts as an essential component of education.

  Projects should:
  -- Be available throughout a system or district.
  -- Be available in at least one grade level, K-12.
  -- Include current or planned-for direction toward the inclusion of all of the arts disciplines (visual arts, music, theater, dance/movement, media, design arts, creative writing).
  -- Involve practicing artists.
  -- Use available community arts resources.

- Regional (intrastate), county, and other intermediate education agencies: For projects which will enhance or expand services or products directly linked to the planning, development, implementation, or evaluation of arts education programs at the county or local school district level, with a particular emphasis on the role of support services traditionally provided by intermediate-level education instruction.

  Areas of project concentration may include:
  -- Curricular support.
  -- Development and/or dissemination of teaching media and resources for classroom instruction.
  -- Education research.
  -- In-service training.
  -- Program evaluation.

- State education departments and higher education institutions: For projects which enhance the planning, development, implementation, or evaluation of arts education programs in grades K-12, utilizing resources unique to these institutions.

  Areas of project concentration may include:
  -- Curriculum development.
  -- Development/dissemination of teaching resources.
  -- Education research.
  -- Pre-service and in-service training.
  -- Program evaluation.

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Grant Amounts

Generally, grant amounts range from $10,000 to $60,000. In rare instances, the Advisory Panel may consider applications outside this range.

Organizations should not apply for support for projects that can be sustained only with continued Endowment funding.

Applications should present the genuine financial requirements of the project. Ask only for the amount of Federal support needed to accomplish the project. In general, grants will be awarded for the amount requested or not at all. Organizations should consider requesting grant periods of one to three years, long enough to carry out and complete the proposed project.

Matching Funds

Grant funds may not pay more than one-half of the project costs. Each grantee must match the funds on at least a one-to-one basis. Any in-kind matching used toward Endowment grants will be reviewed by the Advisory Panel and must be documented in line with Federal recordkeeping requirements. Priority will be given to those applicants who demonstrate they can provide a cash match.

Continuing Support

The Special Projects category supports specific projects and does not provide ongoing support. Each application will be reviewed and the level of funding, if any, determined in the context of the quality and merit of the project, the number of applications, and the funds available. A grant awarded one year does not imply Endowment support for subsequent years.

Intent to Apply

Organizations, institutions, and agencies interested in applying for a Special Projects grant are requested to submit the Special Projects Notice of Intent to Apply Card on the back cover of these guidelines to the Arts in Education Program by March 22, 1991. Each applicant must indicate on the Notice of Intent to Apply Card the subcategory under which it intends to apply.

NOTE: Organizations may submit only one application and should select the subcategory which best represents the project.

Notice of Intent to Apply Cards for FY 1992 applications should be postmarked no later than March 22, 1991.

Deadline and Announcement Date

Applicants must submit the formal application package postmarked no later than April 19, 1991. Do not expect notification of grant awards or rejections before December 1991. The project starting date should be no earlier than February 1992.

Request for deadline extensions will not be honored. Late applications will be returned. Incomplete applications are unlikely to be funded.

How to Apply

General Instructions

Questions about the application package or procedures should be addressed to the Arts in Education Program at 202/682-5426.

The **original and two copies** (unless otherwise noted) of the application package must be postmarked no later than April 19, 1991.

- All materials must be on one side only of 8-1/2" x 11" paper.
- Do not bind or staple the application package; one binder clip or rubber band for each set will be sufficient.
- Use standard 10-pitch pica or 12-pitch elite. Do not reduce type to the point that it is unreadable.
- Copies submitted must be dark enough to recopy.
- Leave reasonable margins in your narrative presentation.
- If you use abbreviations or acronyms, define them so that the panelists can follow your narrative.
- Answer the application questions in as direct a manner as possible.
- Procedures for the applications follow immediately.

Send all materials under one cover to:

Information Management Division/AIE, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506

If an overnight delivery service is used, use 20004 as the zip code.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Application Procedures

Requests for deadline extensions will not be honored. Late applications will be returned. Incomplete applications are unlikely to be funded.

1. **Organization Grant Application Form NEA-3 (Rev.)**. One copy must be a typed, signed original. (See instructions on pages 21-23.) Please note that individuals are not eligible to apply.

(Continued on next page)

Application Procedures, continued

2. **An application narrative.** Narratives should include a total of no more than six pages.

   Please respond to the items in the order in which they appear. Head each response with the bold-faced words of the item, for the advisory panel's reference.

   a. **How will this project advance the arts as a part of basic education K-12** at the local, state, regional, and/or national level? Describe both short- and long-term impact.

   b. If appropriate, describe **how this project addresses cultural diversity in arts education**.

   c. What are the **specific needs which this project addresses**? How were these needs determined?

   d. **Who will benefit** from this project?

   e. What are the **project goals**?

   f. **How will this project be developed**? Describe the types of individuals/organizations who will be involved in the planning and implementation. (If specific names of individuals or organizations are mentioned, be sure to indicate whether or not they have agreed to participate.)

   g. Describe your **plans for obtaining matching funds** and identify **how the Federal and matching funds will be used**.

   h. List and describe all **expected products and deliverables**. (NOTE: A list of all such items will be a required element of grantees' Final Report packages.)

   i. Describe your **planned documentation**. How will you show the processes, strategies, and events that are the project? How will you be able to document what in fact took place from beginning through the conclusion of the project?

   j. Describe your **evaluation procedures**. Describe the methods used to understand what actually happens as a result of this project. The successful evaluation design will:
      -- be an ongoing part of the total project design;
      -- specify the people who are to be the principal beneficiaries;
      -- clearly state the changes the project intends;
      -- use appropriate methods to collect, document, and assess the information;
      -- clearly link the information and assessment to specific project goals.

3. The Special Projects Supplementary Information Sheet on page 29. Complete responses in the space provided.

4. A list of artistic and administrative participants to be involved in the project (no more than one side of one page).

(Continued on next page)

Application Procedures, continued

5. Brief biographies of the two or three key individuals having major responsibility for this project. Do not exceed three pages (one side only). Do not include information on more than three individuals. If individuals have not been selected, please include a brief description of the criteria which will be used for filling the position(s).

6. For current Special Projects grantees, unless a final report has been filed, provide a brief summary which highlights the major points of your current grant(s). Describe major events or accomplishments achieved to date. Do not exceed two pages for each grant.

7. The Internal Revenue Service determination letter for tax-exempt status or the official document identifying the applicant organization as a unit of state or local government (one copy only).

8. A completed Special Projects Application Acknowledgment Card (original only) found on the back cover of this booklet. Please be sure the information is complete and all appropriate boxes are checked.

Reminder: In order to be eligible for funding, former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Final Report packages must not be included in the application package. Any reports not yet submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506

Application Information

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of net earnings may benefit a private stockholder or individual.

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Compensate professional personnel, laborers, and mechanics on Arts Endowment-supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

- Comply with the Federal requirements specified in "Assurance of Compliance" below.

[1] Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organizations Office, 31 Hopkins Plaza, Baltimore, Maryland 21201 (301/962-2590).

Assurance of Compliance

By signing the application, the Applicant **agrees** that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (229 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any operations or activities of a recipient of Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant **thereby gives assurance** that it immediately will take any measures necessary to comply.

The assurance with regard to the above laws and regulations shall obligate theApplicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

(Continued on next page)

Assurance of Compliance, ...ntinued

In addition, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," the Applicant certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier covered transactions (excluding contracts under $25,000), solicitations, proposals, contracts, and subcontracts. Where the Applicant or any lower tier participant is unable to certify to this statement, it shall include an explanation as part of the application package.

Further, as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations), the Applicant also certifies that it will provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) establishing an ongoing drug-free awareness program to inform employees about--
  (1) the dangers of drug abuse in the workplace;
  (2) the grantee's policy of maintaining a drug-free workplace;
  (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
  (1) abide by the terms of the statement; and
  (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the grants officer as well as the grant number(s) of each affected grant;

(f) taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
  (1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee should maintain on file the site(s) for the performance of work done in connection with the specific grant listing street address, city, county, state and zip code. If this information is being submitted as part of your routine application materials, then disregard.

(Continued on next page)

Explanation and Definitions

1. The time frame of when you are required to have a drug-free workplace program in place varies depending on the length of the grant project, as follows: (1) for a grant of less than 30 days performance duration, grantees shall have this policy statement and program in place as soon as possible, but in any case by a date prior to the date on which performance is expected to be completed; (2) for a grant of 30 days or more performance duration, grantees shall have this policy statement and program in place within 30 days after award; (3) where extraordinary circumstances warrant for a specific grant, the grants officer may determine a different date on which the policy statement and program shall be in place.

2. "Employee" means the employee of a grantee directly engaged in the performance of work under the grant, including: (1) all "direct charge" employees; (2) all "indirect charge" employees, unless their impact or involvement is insignificant to the performance of the grant; and (3) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the payroll; or employees of sub-recipients or subcontractors in covered workplaces).

3. For purposes of the Drug-Free Workplace Act of 1988, alcohol is not considered a controlled substance.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this application is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application.

Reporting Burden

Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Program Coordination Office, Room 628, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0063), Washington, DC 20503.

Special Note:

If you are recommended for a grant of more than $100,000, Section 319 of Public Law 101-121 regarding restrictions on lobbying applies. This law establishes restrictions beyond those already in effect. Before such an award, or any amendment thereto, can be made, you must provide the Endowment with certain materials. The Endowment's Grants Office will contact you with further information as necessary.

Instructions for Completing Organization Grant Application Form NEA-3 (Rev.) for Special Projects

These instructions are keyed to the numbered sections of the application form which is on pages 25-28.

I. **Applicant organization**. The name and address as provided here must be identical to that in the IRS determination letter of tax-exempt status or in the official document identifying the applicant as a unit of either state or local government. If a qualified organization without tax-exempt status applies through a sponsor, the name of the sponsor should appear first, followed by a slash and the word "for." Example: Blank University/for The J.D. Arts Group. Do not list the name of an individual first. Please call the Arts in Education Program if you have questions.

II. **Sub-category** under which support is requested. Indicate under which sub-category the application is being submitted.

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. Organizations should consider requesting grant periods of one to three years; long enough to carry out and complete the proposed project. Projects should not begin before February 1, 1992.

IV. **Employer I.D. Number**. Employer Identification Number as assigned by the Internal Revenue Service. Do not use a Social Security Number.

V. **Summary of project**. In the space provided, describe clearly and concisely how the requested funds will be spent. Be as specific as possible. Where appropriate, include the names of key personnel. Artists or arts organizations mentioned here should be contacted prior to submission of the application.

VI. **Estimated number of persons expected to benefit from this project** is the total of audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VII. **Summary of estimated costs** is a recapitulation of all direct costs and indirect costs identified with this project (including both the amount requested and matching funds) as shown on the second and third pages of the application form. See instruction X for further explanation.

VIII. **Total amount requested from the National Endowment for the Arts**. The amount requested should be rounded to the nearest $100. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs shown in Section VII. The amount requested must be the difference between the Total Project Costs (VII) and the Total of Contributions, Grants, and Revenues (XI).

X. **Organization total fiscal activity.** This section refers to the most recently completed and current fiscal periods of the organization carrying out the project.

A. **Expenses** should reflect total expenses for the years indicated, including Arts Endowment projects funded and anticipated.

B. **Contributions, grants, and revenues** should reflect total income for the years indicated, including Endowment grants received and anticipated.

(Continued on next page)

X. Budget breakdown of summary of estimated costs.

A. Direct costs are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 18. Fringe benefits may be included here only if not included as indirect costs. Include only salaries of organization's regular employees devoting time to this project. Non-staff artists, consultants, and other individuals on contract or hired specifically for this project should be listed under Section 5, "Fees."

   Faculty salaries are not allowable project expenditures, except in the following situations:

   a) Replacement costs to hire substitute teachers who will cover the regular duties of a faculty member so that the faculty member is available to perform activities in relation to the grant. The grant related tasks cannot be a regular function of the faculty member's salaried position
   b) Payment to a faculty member for those grant related functions that are above and beyond the regular scope of tasks included in the faculty member's regular, salaried position.

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $5,000 or with an estimated useful life of one year or less.

3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section. Any such request must be accompanied by a specific justification.

4. **Permanent equipment** includes purchase of equipment costing over $5,000 with an estimated useful life of more than one year. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. **Fees for services and other expenses** include consultant and artist fees, honoraria, contractual services, rental of space or equipment, duplicating, telephone, postage, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. Indirect costs are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, or another Federal agency.

(Continued on next page)

Instructions for Completing Organization Grant Application Form NEA-3 (Rev.), continued

XI. Contributions, grants, and revenues. This represents the dollars with which the organization proposes to match Arts Endowment funds for this project. The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from non-Federal sources. Specify all sources of matching funds (NOTE: These amounts are projections only).

A. Contributions:

1. **Cash** donations anticipated for this project except direct donations to the Endowment. If organization staff devote a percentage of their time to this project, the appropriate salary amounts should be entered here.

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost and in the budget breakdown.

B. Grants include all or a pro-rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. Revenues include all other funds, regardless of source, expected to be used on this project.

Total contributions, grants, and revenues for this project should equal the difference between the Total project costs (VII) and the Total amount requested from the National Endowment for the Arts (VIII).

XII. Final Reports on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must be submitted to maintain eligibility. Do not include with your application package.

XIII. Delinquent Debt. Applicant certifies that it is not delinquent on any Federal debt or, if it is, provides explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances,* benefit overpayments.

*Recipients of a "Notice of Grants Cost Disallowance" letter who have not repaid the disallowed amount or who have not resolved the disallowance are considered to be delinquent.

XIV. Certification must bear an original signature by an official of the applicant organization with legal authority to obligate the organization (Authorizing Official). See also "Assurance of Compliance"on pages 18-20.

Arts in Education Special Projects Fiscal Year 1992

Organization Grant Application Form NEA-3 (Rev.)

Three clear copies must be submitted together with other required materials to: Information Management Division/AIE, 8th Floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506

I. Applicant Organization (name, address, zip)

Project Director:
Telephone: ( )

II. Subcategory under which support is requested (check only one):

- ☐ Policy Development and Advocacy
- ☐ Curriculum and Instruction
- ☐ Research and Evaluation
- ☐ Resource development
- ☐ Staff development

III. Period of support requested:

Starting _____
month day year

Ending _____
month day year

IV. _____
Employer I.D. Number

V. Summary of project description (Complete in space provided. DO NOT reduce copy or continue on additional pages.):

VI. Estimated number of persons expected to benefit from this project:

VII. Summary of estimated costs (recapitulation of budget items in Section X)

		Total cost of project (rounded to nearest $100)
A. Direct costs		
Salaries and wages		$
Fringe benefits		$
Supplies and materials		$
Travel		$
Permanent equipment		$
Fees and other		$
	Total direct costs	$
B. Indirect costs		$
	Total project costs	$

VIII. Total amount requested from the National Endowment for the Arts $ _____

NOTE: This amount (Amount requested): $ _____
PLUS Total contributions, grants, and revenues (XI., page 3) + _____
MUST EQUAL Total project costs (VII. above): = _____

IX. Organization total fiscal activity

	Most recently completed fiscal period	Estimated for current fiscal period
A. Expenses	1. $	2. $
B. Contributions, grants, & revenues	1. $	2. $

X. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $_____

Add fringe benefits $_____

Total salaries and wages including fringe benefits $_____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $_____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $_____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $_____

Total travel $_____

X. Budget breakdown of summary of estimated costs (continued) 3

4. Permanent equipment

	Amount $
Total permanent equipment	$

5. Fees for services and other expenses (list each major type separately)

	Amount $
Total fees and other	$

B. Indirect costs

Rate established by attached negotiation agreement with National Endowment for the Arts or another Federal agency

Rate _____ % Base _____

Amount $ _____

XI. Contributions, grants and revenues (for this project)

A. Contributions

1. Cash — Amount $ _____

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

Total grants	$

C. Revenues

Total revenues	$
Total contributions, grants, and revenues for this project	$

XII. Final Reports 4

Have your submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984?

_____ Yes _____ No If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

XIII. Delinquent Debt

Are you Delinquent on repayment of any Federal debt? _____ Yes _____ No
If yes, provide explanatory information on a separate sheet.

XIV. Certification

The Authorizing Official(s) certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. The Authorizing Official(s) also certify that the applicant will comply with the Federal requirements specified under "Assurance of Compliance" on pages 18-20.

Authorizing Official(s)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" ON PAGES 15-17 FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Special Projects Supplementary Information Sheet

Applicant Organization: _____

City, State: _____

1. Applicants who list project costs under Section X.4, "Permanent equipment," or who are including costs for foreign travel under Section X.3, "Travel," must include a justification of those expenditures here, whether or not Endowment funds are being requested to cover these costs. Applicants must indicate if Endowment funds are to be used for these items.

2. Describe any in-kind match included in your project budget.

List below: (1) all grants you have received from Arts Endowment programs (including Arts in Education) beginning in Fiscal Year 1989 and (2) any applications pending in Endowment programs other than Arts in Education. You may attach additional sheets for this section only. Do not include grants from state or local arts agencies.

Arts Endowment Program	Year	Amount	Indicate Pending or Award

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts available from the Endowment's Public Information Office.

Those programs which may be of particular interest to individuals involved in the arts and education are described briefly below. For further information, call the number provided or write:

_____(Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506

Dance

The Dance Program offers assistance for choreographers and for organizations that perform and present dance. (202/682-5435)

Design Arts

The Design Arts Program supports a variety of projects in architecture, landscape architecture, urban design and planning, historic preservation, interior design, industrial and product design, and graphic design. The Program offers grants to organizations and individual fellowships. (202/682-5437)

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality, which are deeply rooted in and reflective of the culture of culturally diverse, inner city, rural, or tribal communities. (202/682-5443)

Folk Arts

The Folk Arts Program assists the presentation and documentation of traditional arts and artists. (202/682-5449)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines. Funds are available for presenting organizations, artist communities, service organizations and projects, and artists' projects: new forms (the creation and production of original work that extends or explores new artistic forms). (202/682-5444)

Literature

The Literature Program provides assistance to individual creative writers, encourages greater audiences for contemporary literature, and helps support professional literary organizations. (202/682-5451)

Media Arts

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Museum

The Museum Program offers assistance for a variety of museum projects primarily of artistic significance, including special exhibitions, catalogues, and educational and other outreach projects. (202/682-5442)

Music

The Music Program offers fellowships to composers, jazz composers and performers, and solo recitalists. Categories of support to organizations include Ensembles, Professional Training, Presenters and Festivals, and Centers for New Music Resources. (202/682-5445)

Opera-Musical Theater

The Opera-Musical Theater Program assists the production of opera and musical theater, the development and performance of new or seldom-produced works, and the broadening of audiences through touring. (202/682-5447)

Theater

The Theater Program offers support to nonprofit professional theater companies and presenters of nonprofit professional touring companies, as well as fellowships for playwrights, and solo theater artists. (202/682-5425)

Visual Arts

The Visual Arts Program offers fellowships to professional artists working in a wide range of media. Support is also available for visual artists organizations and for forums, including short-term residencies, seminars, workshops, and demonstrations. (202/682-5448)

Challenge Grants

Challenge III Grants are designed to assist projects with long-term potential to help move the nation forward in achieving excellence in the arts, and access to, and appreciation of such excellence, both directly and through non-Federal mechanisms for the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and support systems for the arts. (202/682-5436)

Advancement

The Advancement Program (202/682-5436) is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases--Phase One: Planning/Technical Assistance and Phase Two: Matching Advancement Grants (generally ranging from $25,000 to $75,000) which must be matched at least three to one. Current plans call for eligibility according to the following timetable.

Fiscal Year 1992: Dance, Expansion Arts, Folk Arts, Literature, Media Arts, Opera-Musical Theater, and Visual Arts.

Fiscal Year 1993: **Arts in Education**, Design Arts, Inter-Arts, Museums, Music, and Theater.

National Endowment Arts Administration Fellows

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for eleven-week Fellowships at the Endowment's offices in Washington, DC. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment program or division. Fellows become acquainted with the Endowment's policies and operations and gain a national overview of arts activities around the country. (202/682-5786)

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5532 or 202/682-5496 Voice/TDD) for assistance and materials, including model project guidelines and examples of how arts groups make their programs available to special constituencies. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, DC 20402, for $3.75 each (specify stock number 036-000-00047-3).

International Activities

International Projects

The Endowment is interested in encouraging pilot international exchange projects that:

-- assure that the excellence, diversity, and vitality of the arts in the U.S. are represented in appropriate venues around the world;
-- help a wide range of American artists and arts institutions maintain access to important international cultural activities;
-- expose greater numbers of Americans to the international influences within American culture; and
-- promote the formation of partnerships between diverse American and foreign arts institutions.

U.S. Information Agency Arts America Program

Under a Memorandum of Understanding signed in 1978, the discipline panels of the Arts Endowment serve as artistic advisors to the United States Information Agency Arts America Program. In response to requests from U.S. embassies overseas, Arts America develops touring programs which involve a limited number of highly recommended U.S. performing artists. In addition, the USIA may be able to provide some facilitative assistance for companies and individuals who have arranged tours abroad. Send your confirmed overseas touring schedules directly to:

Arts America Program
U.S. Information Agency
301 4th Street, S.W.
Washington, DC 20547

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Outstanding practicing artists for whom the opportunity to live and work in Japan for six months would be beneficial must apply through the appropriate discipline program.

A similar exchange opportunity for up to ten artists each year has been established with France. Please contact the discipline program for further information.

For more information on international initiatives, please contact the Arts in Education Program or the Endowment's Office for International Activities. (202/682-5422)

State Arts Agencies

Alabama State Council on the Arts
One Dexter Avenue
Montgomery, AL 36130
(205) 261-4076

Alaska State Council on the Arts
411 West 4th Avenue
Suite 1E
Anchorage, AK 99501-9343
(907) 279-1558

American Samoa Council on Culture, Arts & Humanities
Office of the Governor
P.O. Box 1540
Pago Pago, AS 96799
(011) 684-633-5613

Arizona Commission on the Arts
417 West Roosevelt
Phoenix, AZ 85003
(602) 255-5882

Arkansas Arts Council
The Heritage Center
225 East Markham Street
Suite 200
Little Rock, AR 72201
(501) 371-2539

California Arts Council
1901 Broadway, Suite A
Sacramento, CA 95818
(916) 322-8911

Colorado Council on the Arts & Humanities
750 Pennsylvania Street
Denver, CO 80203-03699
(303) 894-2617

Connecticut Commission on the Arts
227 Lawrence Street
Hartford, CT 06106
(203) 566-4770

Delaware State Arts Council
State Office Building
820 N. French Street
Wilmington, DE 19801
(302) 571-3540

District of Columbia Commission on the Arts and Humanities
410 8th Street, N.W.
5th Floor
Washington, DC 20004
(202) 724-5613

Division of Cultural Affairs
Florida Department of State
The Capitol
Tallahassee, FL 32399-0250
(904) 487-2980

Georgia Council for the Arts
2082 East Exchange Place
Suite 100
Tucker, GA 30084
(404) 493-5780

Guam Council on the Arts & Humanities
Office of the Governor
P.O. Box 2950
Agana, GU 96910
(011) 671-477-9845

(Mainland Office)
1729 Longworth House Office Bldg.
Washington, DC 20515
(202) 225-1188

(Hawaii) State Foundation on Culture & the Arts
335 Merchant Street
Room 202
Honolulu, HI 96813
(808) 548-4145

Idaho Commission on the Arts
304 West State Street
c/o Statehouse Mail
Boise, ID 83720
(208) 334-2119

Illinois Arts Council
State of Illinois Center
100 West Randolph, Suite 10-500
Chicago, IL 60601
(312) 814-6750

Indiana Arts Commission
47 South Pennsylvania Street
6th Floor
Indianapolis, IN 46204
(317) 232-1268

Iowa Arts Council
1223 East Court Avenue
Capitol Complex
Des Moines, IA 50319
(515) 281-4451

Kansas Arts Commission
Jayhawk Towers
Suite 1004
700 Jackson
Topeka, KS 66603
(913) 296-3335

State Arts Agencies, continued

Kentucky Arts Council
Berry Hill
Louisville Road
Frankfort, KY 40601
(502) 564-3757

Louisiana Department of Culture Recreation, & Tourism
Division of the Arts
P.O. Box 44247
Baton Rouge, LA 70804
(504) 342-8180

Maine Arts Commission
55 Capitol Street
State House Station 25
Augusta, ME 04333
(207) 289-2724

Maryland State Arts Council
15 West Mulberry Street
Baltimore, MD 21201
(301) 333-8232

Massachusetts Cultural Council
80 Boylston Street
The Little Building, 10th Floor
Boston, MA 02116
(617) 727-3668

Michigan Council for the Arts
1200 Sixth Street
Detroit, MI 48226
(313) 256-3735

Minnesota State Arts Board
432 Summit Avenue
St. Paul, MN 55102
(612) 297-2603

Mississippi Arts Commission
239 N. Lamar Street, Second Floor
Jackson, MS 39201
(601) 359-6030

Missouri State Council on the Arts
Wainwright Office Complex
111 N. Seventh Street, Suite 105
St. Louis, MO 63101
(314) 444-6845

Montana Arts Council
48 N. Last Chance Gulch
New York Block
Helena, MT 59620
(406) 443-4338

Nebraska Arts Council
1313 Farnam on-the-Mall
Omaha, NE 68102-1873
(402) 595-2122

Nevada State Council on the Arts
329 Flint Street
Reno, NV 89501
(702) 789-0225

New Hampshire State Council on the Arts
Phenix Hall
40 North Main Street
Concord, NH 03301
(603) 271-2789

New Jersey State Council on the Arts
4 N. Broad Street
Trenton, NJ 08625
(609) 292-6130

New Mexico Arts Division
224 East Palace Avenue
Sante Fe, NM 87501
(505) 827-6490

New York State Council on the Arts
915 Broadway
New York, NY 10010
(212) 614-2900

North Carolina Arts Council
Department of Cultural Resources
Raleigh, NC 27601-2807
(919) 733-2821

North Dakota Council on the Arts
Black Building, Suite 606
Fargo, ND 58102
(701) 237-8962

(Northern Mariana Islands) Commonwealth Council for Arts & Culture
P.O. Box 553, CHRB
CNMI Convention Center
Capitol Hill, Saipan
Commonwealth of the Northern
Mariana Islands 96950
9-011-670 322-9982

(Mainland Office)
2121 R Street, N.W.
Washington, DC 20008
(202) 673-5869

State Arts Agencies, continued

Ohio Arts Council
727 East Main Street
Columbus, OH 43205
(614) 466-2613

State Arts Council of Oklahoma
Jim Thorpe Building, Room 640
2101 North Lincoln Boulevard
Oklahoma City, OK 73105
(405) 521-2931

Oregon Arts Commission
835 Summer Street, N.E.
Salem, OR 97301
(503) 378-3625

Commonwealth of Pennsylvania Council on the Arts
Finance Building
Room 216
Harrisburg, PA 17120
(717) 787-6883

Institute of Puerto Rican Culture
Apartado Postal 4184
San Juan, PR 00905
(809) 723-2115

Rhode Island State Council on the Arts
95 Cedar St., Suite 103
Providence, RI 02903
(401) 277-3880

South Carolina Arts Commission
1800 Gervais Street
Columbia, SC 29201
(803) 734-8696

South Dakota Arts Council
108 West 11th Street
Sioux Falls, SD 57102
(605) 339-6646

Tennessee Arts Commission
320 Sixth Avenue, North
Suite 100
Nashville, TN 37219
(615) 747-1701

Texas Commission on the Arts
P.O. Box 13406
Capital Station
Austin, TX 78711
(512) 463-5535

Utah Arts Council
617 E. South Temple Street
Salt Lake City, UT 84102
(801) 533-5895/5896

Vermont Council on the Arts
136 State Street
Montpelier, VT 05602
(802) 828-3291

Virginia Commission for the Arts
James Monroe Building
101 North 14th Street, 17th Floor
Richmond, VA 23219
(804) 225-3132

Virgin Islands Council on the Arts
41-42 Norre Gade, 2nd floor
St. Thomas
U.S. Virgin Islands 00802
(809) 774-5984

Washington State Arts Commissi
9th & Columbia Building
Mail Stop GH-11
Olympia, WA 98504-4111
(206) 753-3860

Arts & Humanities Section
Division of Culture & History
West Virginia Department of Education and the Arts
Capitol Complex
Charleston, WV 25305
(304) 348-0240

Wisconsin Arts Board
131 W. Wilson St., Suite 301
Madison, WI 53702
(608) 266-0190

Wyoming Council on the Arts
2320 Capitol Avenue
Cheyenne, WY 82002
(307) 777-7742

Regional Organizations

Arts Midwest
Hennepin Center for the Arts
528 Hennepin Avenue
Suite 310
Minneapolis, MN 55403
(612) 341-0755
IL, IN, IA, MI, MN, ND, OH,
SD, WI

Consortium for Pacific Arts & Cultures
2141C Atherton Road
Honolulu, HI 96822
(808) 946-7381
AS, GU, CM

Mid-America Arts Alliance
912 Baltimore Avenue
Suite 700
Kansas City, MO 64105
(816) 421-1388
AR, KS, MO, NE, OK, TX

Mid Atlantic Arts Foundation
11 East Chase Street
Suite 2-A
Baltimore, MD 21202
(301) 539-6659
DE, DC, MD, NJ, NY, PA, PR, VA,
VI, WV

New England Foundation for the Arts, Inc.
678 Massachusetts Avenue
Cambridge, MA 02139
(617) 492-2914
CT, ME, MA, NH, RI, VT

Southern Arts Federation
1293 Peachtree Street, N.E.
Suite 500
Atlanta, GA 30309
(404) 874-7244
AL, FL, GA, KY, LA, MS, NC
SC, TN

Western States Arts Federation
236 Montezuma Avenue
Santa Fe, NM 87501
(505) 988-1166
AK, AZ, CA, CO, HI, ID, MT, NV, NM,
OR, UT, WA, WY

Service Organizations

National Assembly of Local Arts Agencies
1420 K Street, N.W.
Suite 204
Washington, DC 20005
(202) 371-2830

National Assembly of State Arts Agencies
1010 Vermont Avenue, N.W.
Suite 920
Washington, DC 20005
(202) 347-6352

The Association of American Cultures
410 8th Street, N.W.
Suite 605
Washington, DC 20004
(202) 393-8222

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Please complete and submit this card by March 22, 1991 to indicate your intention to apply by April 19, 1991.

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Contact Name:

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Type of Organization (check one):

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___ Arts and/or education service organizations or professional association

___ Education agency ___ Institution of higher learning

Project sub-category under which you are requesting funds (check only one):

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___ Curriculum and Instruction

___ Research and Evaluation

___ Resource development

___ Staff development

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